

CHAPTER 407

MOBILE HOMES

A. GENERAL

1. The contents of this chapter apply to the movement of privately owned mobile homes within CONUS, between CONUS and Alaska, and within Alaska.
2. Shipping costs will not exceed what it would have cost the government to ship the member's/employee's authorized weight allowance of HHG. Shipment options are:
 - a. Member/Employee Tow. The member/employee tows the mobile home and files for reimbursement.
 - b. Government Arranged. The member/employee makes arrangements through the TO.
 - c. Personally Procured. The member/employee obtains authorization from the TO and draws an advance mobile home allowance.
3. For entitlement eligibility, consult the JFTR for military members and the JTR for civilian employees.

B. COUNSELING

1. Refer to DoD Gen 43/DA Pam 740-2/NAVSUP 591/AFJPAM 24-225/MCO 4600.35C/COMDTPUB P4640.4, Moving Your Mobile Home (<http://www.belvoir.army.mil/jppsowa/HomeCore.htm>, click on JPPSOWAFAQ's and Moving Your Mobile Home) and Figure 407-1, Mobile Home Counseling Checklist.
2. The TO will provide the information contained in the counseling checklist DD Form 1797 (See Figure 401-6).
3. For articles restricted for transport, refer to the Mobile Home/Boat Rate Solicitation (<https://www.mtmc.army.mil>), then select Personal Property, Domestic, and Mobile Home/Boat Solicitation.

C. RATES

1. OTO rates for the movement of mobile homes are obtained from HQ MTMC/MTPP-PP-R. Refer to the Mobile Home/Boat Rate Solicitation for all carrier responsibilities and procedures. Local moves may be handled by the TO, except volume moves.
2. The following information pertains to mobile home one-time-only (MOTO) rates:
 - a. The TO responsible for shipping the mobile home will provide HQ MTMC/MTPP-PP-R the complete information contained in the MOTO Message Request Format, Figure 407-2.

- b. MOTO requests will be made as soon as possible, but not less than 20 days prior to the pickup date. (Emergency requests will be handled as required.)
 - c. Shipments will be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions, e.g., repairs, prevent pickup, HQ MTMC/MTPP-PP-R will be notified by the TO so action can be taken.
 - d. The TO, upon request of the member/employee, may authorize the carrier to perform additional requirements not included in the MOTO rate, either by third-party service or negotiated rate. Services performed will be listed on DD Form 1863, Accessorial Services-Mobile Home, Figure 407-3, and certified by the TO or member/employee and shown on the PPGBL/BL.
 - e. The TO will notify the mobile home carrier immediately and notify HQ MTMC/MTPP-PP-R on all cancellations of MOTO movements. If cancellations are made less than 48 hours (not including weekends and holiday hours) prior to pickup (time begins at 0800 Eastern Standard/Daylight Savings Time on the date of pickup), the carrier may bill for services ordered but not used.
3. Volume Movements.
- a. A movement of five or more mobile homes from the same origin or commuting area to the same destination or commuting area is considered a volume move.
 - b. The TO will submit a request for a volume move to HQ MTMC/MTPP-PP-R at least 30 days prior to the scheduled pickup date of the first shipment. The TO will provide a copy of the request to the destination TO. The required format is provided in Figure 407-4.

D. CARRIER OR AGENT FACILITIES

DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the AOR of an installation to be qualified to participate in mobile home traffic. A carrier may designate any DOD-approved storage facility.

E. AUTHORIZATION OF ACCESSORIAL SERVICES

1. The TO may authorize additional accessorial services, at the member's/employee's request.
2. Any repairs or other services necessary for the movement of a mobile home will be identified by the carrier on a DD Form 1863, supported by signed receipts for each repair or service provided. DD Form 1863 entries will be itemized and supported with third-party invoices indicating costs for labor and material separately. The member/employee or destination TO will verify that the services are described correctly and supported properly before signing the DD Form 1863.

F. SHIPMENT PROCEDURES

1. When a mobile home is not ready for pickup within 48 hours of the agreed date, the TO will notify the carrier of the delay. A new pickup date will be established based upon the date the mobile home will be ready for movement, the member's/employee's requirements, and the

carrier's capability. Shipments will be tendered to the carrier prior to expiration date (30 days from original solicitation pickup date).

2. Repairs and Services En Route to Destination.

- a. The carrier is authorized to incur expenses up to \$150 per shipment without the prior approval of the member/employee for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.
- b. The member/employee will authorize, in writing, on the reverse of the Mobile Home Counseling Checklist (Figure 407-1), any amount in excess of \$150 that the carrier may incur for repairs and services without first obtaining authorization from the member/employee. The origin TO, based on the member's/employee's written authorization, will authorize the carrier to incur expenses above the \$150 limit, but not to exceed the amount specified by the member/employee. The amount specified by the member/employee will be annotated in the remarks blocks of both the PPGBL/BL and DD Form 1863.
- c. Should the cost of repairs or services exceed the authorized limit, the carrier will contact the origin or destination TO. The TO will contact the member/employee to determine whether the movement of the shipment will continue.

3. DD Form 1412, Inventory of Articles Shipped in House Trailer. The carrier will prepare and distribute DD Form 1412, Figure 407-5, IAW the rate solicitation.

4. DD Form 1800, Mobile Home Inspection Record, Figure 407-6, describes a mobile home's condition before and after shipment. The origin TO will prepare a DD Form 1800 for each mobile home shipment and deliver that document to the carrier with the PPGBL/BL. The carrier completes the origin portion of the form at the time of pickup. The carrier at destination will complete the destination portion. Sections of the form are reserved for the origin and destination TOs when a visual inspection of the mobile home is made by the TO.

- a. Preparation by the Origin TO. Upon notification from the member/employee that all pre-move requirements have been completed, the TO prepares an original and five copies of DD Form 1800. The origin TO will complete Part I, II, and the origin portion of Part III.
- b. Carrier Entries. If the member/employee does not agree with the carrier's description of the mobile home's condition at origin or destination, the member/employee will list exceptions on the reverse of the form. Regardless of exceptions taken, the member/employee will sign the form.
- c. Distribution. After completing the portions of the inspection form, the carrier will make distribution IAW the rate solicitation. The destination TO will forward one copy, along with the completed DD Form 1799, Member's Report on Carrier Performance--Mobile Home, Figure 407-7, to the origin TO. The origin TO uses these documents to close out the shipment performance file.

5. DD Form 1840/1840R (Figures 401-4 and 401-5) will be used to record all loss or damage to each article listed on the inventory. The procedures in Chapter 410, Paragraph B, apply.

6. The destination TO completes Section I, DD Form 1799, and provides it to the member/employee during the destination inspection. The member/employee will be instructed to return the form to the destination TO within 10 days.
7. Carrier Refusal of Shipment Due to Mobile Home Being Not Road-Worthy. If the carrier's inspection or a government inspector reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin TO will be notified and will instruct the member/employee to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the decision will be made by the TO and the member/employee to either authorize payment for waiting time of the driver (and possibly an escort) while repairs, alterations, or modifications are being completed or to terminate the PPGBL/BL and pay an attempted pickup charge. If the driver elects to perform the necessary work, waiting time is not authorized; however, the member/employee is responsible for furnishing the required materials and/or supplies to make the mobile home road-worthy. Under no circumstance may the TO release the mobile home for shipment until it is considered by both the carrier and the TO to be safe and practicable to move.
8. Use of Commercial Wrecker Service.
 - a. The member/employee will inform the TO when a wrecker service may be required at origin. The carrier will inspect the ground leading to and under the mobile home to determine whether the mobile home may be moved safely. If ground conditions are such that the mobile home may be damaged by the carrier's equipment, the carrier will contact the TO and request authorization to use a commercial wrecker service.
 - b. When it is determined that a commercial wrecker service is required, the TO will authorize the carrier to make the necessary arrangements. The carrier will bill the government for the actual cost of service. The commercial wrecker service invoice will be attached according to billing instructions.
9. Transit Load Limitations.
 - a. The design and construction of a mobile home only allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances, and built-in furniture.
 - b. In the movement of a mobile home, the manufacturer's recommended gross weight will not be exceeded. If the recommended gross weight is unknown, an allowance of three lbs per square foot of unused (open) floor area may be permitted for the added weight of items to be left in the mobile home during movement, as determined by the carrier.
 - c. If the mobile home exceeds the manufacturer's recommended gross weight, the member will be provided the opportunity to arrange for a separate shipment of excess items or to dispose of them by some other means. See the JFTR, Paragraph U5330-F5, HHG Removed from Mobile Home to Meet Safety Requirements. NOTE: There is no authorization to ship HHG separate from the mobile home for civilians. Any cost incurred is borne by the employee for this service.
10. Termination of Mobile Home Shipment. A shipment will be terminated when ordered by the TO. Termination of service is normally used in cases of violation of federal, state, or local laws;

violation of TOS; improper performance of service; or cancellation of member's/employee's orders. The following applies:

- a. Any charges for authorized services, performed to point of termination, will be paid IAW the rate tender.
 - b. SIT charges will be paid when authorized by the TO.
 - c. A termination of service that requires the transfer of a mobile home from one carrier to another will be coordinated with HQ MTMC/MTPP-PP-R. At the time of transfer, each carrier will verify the inventory and note any damage to the mobile home. The TO will issue a new PPGBL/BL to the new carrier that cross-references the PPGBL/BL of the terminated carrier.
 - d. Upon receipt of the termination notice, the carrier will advise the TO the location of the shipment and effect the required change in the documentation. The TO will issue a PPGBL/BL Correction Notice to show the termination point and correct the rate and notify HQ MTMC/MTPP-PP-R.
11. Third Party Services. When requested and approved by the TO, the carrier will arrange for third party services not included in the MOTO rate.

G. SIT

1. Authorization for SIT. The location of the SIT facility will be at the discretion of the carrier, but will be so located to the required destination to afford timely delivery to the employee/member and will be authorized/approved for use by a TO. Refer to the PPCIG for a listing of approved SIT facilities (www.mtmc.army.mil) then select Personal Property, Domestic or International, and Consignment Instruction Guide [PPCIG-OL]).
 - a. Origin. SIT may be used only when authorized by the TO and annotated on the PPGBL/BL or DD Form 1863.
 - b. En Route. If an approved DOD SIT facility is not available at origin or destination, the TO will coordinate efforts with the carrier to use any DOD-approved SIT facility along the proposed route of movement. The TO originating the shipment will serve as the POC with the carrier until the shipment arrives in the destination TO's AOR.
 - c. Destination. When the carrier notifies the destination TO of the arrival of the mobile home and the member/employee cannot be contacted, the destination TO will issue a SIT control number to the carrier. The SIT location, the SIT control number, and the date the shipment is placed in SIT will be entered on the DD Form 1863.
2. Withdrawal of HHG from SIT Facility. Members may withdraw HHG from the mobile home while it is in SIT provided coordination is accomplished with the TO. However, movement of the HHG withdrawn will be accomplished by the member/employee at no expense to the government.
3. Delivery Out of SIT. When requested by the member/employee, the TO who has control of shipment will contact the carrier for delivery. The TO will complete the SIT block of the DD Form 1863.

H. SHIPMENT TO AND WITHIN ALASKA

1. Mobile Home Problems in Alaska.
 - a. Mobile homes constructed with sufficient insulation to afford protection from the cold in the CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. The member/employee will be advised of the strict construction standards that apply to mobile homes entering Alaska. A member applying for shipment will produce a document indicating the mobile home complies with the State of Alaska specifications. Information concerning Alaska standards can be obtained from the State of Alaska, Department of Commerce, Weights and Measures, 2263 Spenard Road, Anchorage, AK 99503-5000.
 - b. Consignment Instructions. Shipments of mobile homes from CONUS to Alaska will be consigned IAW the PPCIG.
2. Shipments within Alaska. Intrastate mobile home shipments in Alaska are governed by the CONUS movements procedures and IAW specific state regulatory agencies.

I. QUALITY CONTROL

The TO will inspect as many mobile home shipments as possible originating and terminating within the TO's AOR.

J. CARRIER PERFORMANCE

1. Carrier Performance Files. Each origin TO will establish a carrier performance file for each mobile home carrier qualified to serve the installation's AOR. The file will contain all pertinent data relating to the carrier's performance.
2. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the TOS, rules and regulations of rate tariffs/tenders, legal requirements, or commits unethical acts, the TO will take action. As a minimum, the TO will report any violations and/or unsatisfactory service to HQ MTMC/MTPP-PP.

MOBILE HOME COUNSELING CHECKLIST

1. Advise the member/employee of projected excess costs. After receiving the MOTO rate, advise the member/employee of updated excess cost.
2. Most states have special regulations with respect to the speed/route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, that may affect the transit time/cost.
3. Alaska requires a document indicating the mobile home complies with the State of Alaska specifications.
4. Advise members of design requirements in the US to include dimensions allowed, structural roof design, heating and cooling design, and structural wind zone design.

Figure 407-1. Mobile Home Counseling Checklist

MOTO MESSAGE REQUEST FORMAT

FROM: (TO)

TO: CDRMTMC ALEXANDRIA VA//MTPP-PP-R//

SUBJECT: REQUEST FOR ONE-TIME-ONLY -- MOBILE HOME RATE

UNCLAS

1. MEMBER'S/EMPLOYEE'S NAME/RANK/SSN/MILITARY SERVICE.
2. PICKUP POINT INCLUDES COMPLETE ADDRESS, COUNTY/PARISH, CITY, STATE, AND ZIP CODE.
3. DESTINATION POINT INCLUDES COMPLETE ADDRESS, COUNTY/PARISH, CITY, STATE, AND ZIP CODE.
4. PICKUP DATE.
5. REQUIRED DELIVERY DATE.
6. INDICATE SERVICES TO BE PERFORMED BY CARRIER (USE SOLICITATION ITEM NUMBERS FROM CHAPTER 4 OF THIS SOLICITATION TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME (I.E. WRECKER SERVICE, CRANE)).
7. IF NO DESTINATION ADDRESS IS PROVIDED PPSO MUST GIVE ESTIMATED DAYS IN SIT. SIT LOCATION IF REQUIRED.
8. MOBILE HOME STATISTICS: LENGTH, WIDTH, HEIGHT, YEAR, MAKE, MODEL, AND MANUFACTURER'S WEIGHT. IF DOUBLEWIDE OR HAS AN EXPANDO, DIMENSIONS OF EXPANDO AND MANUFACTURER'S DESIGN ZONES. PITCHED OR HINGED ROOF.
9. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME -- IF DOUBLEWIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
10. PICKUP CONDITIONS AT THE ORIGIN SITE.
11. ORIGIN BLOC.
12. DESTINATION BLOC.
13. TRANSPORTATION OFFICE POC (INCLUDE NAME, DSN, AND COMMERCIAL PHONE NUMBERS).
14. ADDITIONAL REMARKS.

Figure 407-2. MOTO Message Request Format

ACCESSORIAL SERVICES - MOBILE HOMES <i>(Prescribed by DoD 4500.34R)</i>			
SECTION I - IDENTIFICATION OF SHIPMENT			
1. ORDERING ACTIVITY/INSTALLATION	2a. OWNER NAME <i>(Last, First, Middle Initial)</i>		b. RANK OR GRADE
3. MOBILE HOME DESCRIPTION			
a. MAKE	b. SERIAL NUMBER	c. SIZE	d. YEAR
4. BILL OF LADING NUMBER		5. DATE OF SHIPMENT <i>(YYYYMMDD)</i>	
6. ORIGIN OF SHIPMENT		7. DESTINATION OF SHIPMENT	
SECTION II - CERTIFICATE OF CARRIER			
8. CARRIER FURNISHED MATERIALS/PERFORMED SERVICES AS INDICATED HEREON <i>(X as applicable)</i>			
<input type="checkbox"/> AT ORIGIN	<input type="checkbox"/> AT DESTINATION	<input type="checkbox"/> OTHER	
9. REMARKS			
10a. CARRIER NAME			b. SCAC
11. CARRIER REPRESENTATIVE			
a. SIGNATURE	b. TITLE		c. DATE SIGNED <i>(YYYYMMDD)</i>
SECTION III - STORAGE-IN-TRANSIT (SIT) <i>(Carrier will enter complete information or "NONE")</i>			
12. STORED AT <i>(City and State)</i>		13. SIT CONTROL NUMBER	
14. DATE IN <i>(YYYYMMDD)</i>	15. DATE OUT <i>(YYYYMMDD)</i>	16. NUMBER OF DAYS	
13a. TRANSPORTATION OFFICER SIGNATURE			b. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 1863, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 407-3. DD Form 1863, Accessorial Services – Mobile Homes

SECTION IV - ACCESSORIAL SERVICES PROVIDED <i>(Carrier will enter complete information or "N/A")</i>			
14. ORIGIN SERVICES			
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)	
a. UNBLOCK			
b. PACK			
c. UNANCHOR			
d. UNSKIRT			
e. EXPANDO - REMOVE			
f. DOUBLE-WIDE - SEPARATE			
g. UTILITIES - DISCONNECT			
h. LABOR CHARGE			
i. WAITING TIME			
j. PREPARATION FOR MOVEMENT			
k. APPLIANCE SERVICING			
l. OTHER:			
15a. CARRIER SIGNATURE		b. DATE SIGNED (YYYYMMDD)	
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 14 ABOVE.			
16a. MEMBER SIGNATURE		b. DATE SIGNED (YYYYMMDD)	
17. DESTINATION SERVICES			
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)	
a. BLOCK			
b. UNPACK			
c. ANCHOR			
d. SKIRT			
e. EXPANDO - INSTALL			
f. DOUBLE-WIDE - REASSEMBLE			
g. UTILITIES - RECONNECT			
h. LABOR CHARGE			
i. WAITING TIME			
j. OTHER:			
18a. CARRIER SIGNATURE		b. DATE SIGNED (YYYYMMDD)	
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 17 ABOVE.			
19a. MEMBER SIGNATURE		b. DATE SIGNED (YYYYMMDD)	

DD FORM 1863 (BACK), SEP 1998

Figure 407-3. DD Form 1863 (Back), Accessorial Services – Mobile Home (Cont'd)

MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT

The following message format will be utilized to request volume move rates for mobile homes:

FROM: TO

TO: CDR MTMC ALEXANDRIA VA//MTPP-PP-R//

SUBJECT: MOBILE HOME VOLUME MOVEMENT REQUEST

UNCLAS

1. ORIGIN (CITY/STATE).
2. DESTINATION (CITY/STATE).
3. ORIGIN TO (INCLUDING BLOC).
4. DESTINATION TO (INCLUDING BLOC).
5. NUMBER OF SHIPMENTS (GROUPED TOGETHER BY SIZE WITH THE FOLLOWING INFORMATION INCLUDED FOR EACH MOBILE HOME).
6. SIZE OF TRAILER (WIDTH, LENGTH, HEIGHT, MAKE, MODEL, IF DOUBLE WIDE, DIMENSIONS OF EXPANDO, MANUFACTURER'S WEIGHT, AND YEAR).
7. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME, IF DOUBLE-WIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
8. SERVICES TO BE PERFORMED BY CARRIER. (USE MOBILE HOME SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E., WRECKER SERVICE, CRANE)
9. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS.
10. ESTIMATED NUMBER OF SHIPMENTS TO BE TENDERED DAILY OR ACCORDING TO OTHER KNOWN SCHEDULE.
11. INELIGIBLE MOBILE HOME CARRIERS, IF APPLICABLE.
12. SIT REQUIREMENTS, IF ANY.
13. TO POC (INCLUDE NAME AND PHONE NUMBER (DSN AND COMMERCIAL TELEPHONE NUMBER)).

Figure 407-4. Mobile Home Volume Move Message Request Format

INVENTORY OF ARTICLES SHIPPED IN HOUSE TRAILER						PAGE OF PAGES	
CARRIER			CARRIER'S REFERENCE NO. GBL NO.		OWNER'S GRADE OR RATING AND NAME		
ORIGIN LOADING ADDRESS (City and State)				DESTINATION (City and State)			
SYMBOLS						LOCATION	
EXCEPTION (The omission of these symbols indicates good condition except for normal wear.)							
BE - BENT BR - BROKEN BU - BURNED CH - CHIPPED CU - CONTENTS AND CONDITION UNKNOWN		D - DENTED F - FADED G - GOUGED L - LOOSE M - MARRED MI - MILDEW		MP - MOTHEATEN CP - PACKED BY CARRIER PBO - PACKED BY OWNER R - RUBBED		RU - RUSTED SC - SCRATCHED SH - SHORT SO - SOILED T - TORN W - BADLY WORN	
Z - CRACKED 1. ARM 2. BOTTOM 3. CORNER 4. FRONT 5. LEFT 6. LEG		7. REAR 8. RIGHT 9. SIDE 10. TOP 11. VENEER 12. EDGE					
ITEM NO.	ARTICLES	CON- DIT- ION AT ORIGIN	EXCEP- TION AT DEST (If any)	ITEM NO.	ARTICLES	CON- DIT- ION AT ORIGIN	EXCEP- TION AT DEST (If any)
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
0				0			
REMARKS/EXCEPTIONS (Include item numbers.)							
"We have checked all the items listed and numbered 1 to _____ inclusive and acknowledge that this is a true and complete list of the goods tendered and of the state of the goods received."							
ORIGIN				DESTINATION			
SIGNATURE (Carrier (Driver))		DATE		SIGNATURE (Carrier (Driver))		DATE	
SIGNATURE (Owner or authorized agent)		DATE		SIGNATURE (Owner or authorized agent)		DATE	

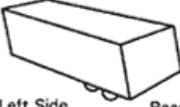


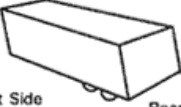
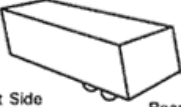

DD Form 1412, JUL 74

PREVIOUS EDITION WILL BE USED.

Figure 407-5. DD Form 1412, Inventory of Articles Shipped in House Trailer

MOBILE HOME INSPECTION RECORD						1. DATE (YYYYMMDD)							
PRIVACY ACT STATEMENT													
<p>AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To document inspection of Mobile Homes and account for any violations of the carrier's tender of service; and to act as supporting documentation for any action arising from a carrier's unsatisfactory performance.</p> <p>ROUTINE USE(S): Information contained in this system of records may be provided to a carrier in the course of adjudication or other action taken for unsatisfactory performance reasons.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.</p>													
PART I - SHIPMENT IDENTIFICATION													
2a. NAME OF CARRIER			b. SCAC		c. CARRIER FREIGHT BILL NUMBER <i>(To be completed by carrier at origin.)</i>			d. GOVERNMENT BILL OF LADING NUMBER					
3a. NAME OF MEMBER			b. SOCIAL SECURITY NUMBER				c. RANK/PAY GRADE						
4a. ORIGIN SHIPPING OFFICE			b. GBLOC NO.		5a. DESTINATION SHIPPING OFFICE			b. GBLOC NO.					
c. ORIGIN ADDRESS <i>(Include city, state and zip code.)</i>					c. DESTINATION ADDRESS <i>(Include city, state and zip code.)</i>								
PART II - SPECIFICATIONS													
6a. MOBILE HOME <i>(Make)</i>				7. TIRES <i>(To be completed by the carrier at origin)</i>									
				(1) SIZE		(2) PLY RATING		(3) MFR SERIAL NO.		(4) *CONDITION			
				a. LEFT 1									
b. MODEL		8. DIMENSIONS <i>(Actual)</i>		b. LEFT 2									
				(1) FEET & INCHES		(2) EXPANDO		c. LEFT 3					
				a. HEIGHT				d. LEFT 4					
						e. RIGHT 1							
c. SERIAL NUMBER		b. LENGTH				f. RIGHT 2							
				g. RIGHT 3									
		c. WIDTH				h. RIGHT 4							
*CONDITION: G - GOOD; F - FAIR; P - POOR													
PART III - INSPECTION													
9. ORIGIN INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at origin by the Carrier or the ITO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home						(1) ORIGIN		(2) DESTINATION					
						(a) CARRIER		(b) ITO		(a) CARRIER		(b) ITO	
						YES	NO	YES	NO	YES	NO	YES	NO
a. Was the Mobile Home unblocked?													
b. Do springs have adequate/normal arch?													
c. Is there a minimum 3-inch clearance over each tire?													
d. Does Mobile Home appear to be overloaded?													
e. Do structural members, including A-Frame, appear sound - no damage?													
f. Are all visible frame to body attachments/bolt connections in place and unbroken?													
g. Does exterior paneling/molding appear to be tight and secure?													
h. Are brake and clearance lights and turn signals operable at time of hook up?													
i. Does member acknowledge that wheel bearings have been packed within the last 90 days?													
j. Is Mobile Home equipped with operable brakes at time of hook up?													
k. Are wheel lugs tight?													
l. Does member acknowledge that plumbing has been drained and protected from freezing?													
m. Does member acknowledge that all appliances/utilities have been serviced?													
n. Have attached items been detached and stowed inside <i>(TV antenna, air conditioner, etc.)</i> ?													
o. Are all fixtures which cannot be removed anchored securely?													
p. Have all utilities been disconnected and secured?													
q. Does member acknowledge that all prohibited items have been removed?													
r. Does member acknowledge that all loose items/accessories in closets/cabinets have been properly packed and secured?													
s. Have loose furniture and heavy moveable items been secured above and forward of axles?													
t. Are drawers, cabinets, and sliding doors secured or taped?													
u. Are mirrors, windows and other glass cross (X) taped?													
v. Is Mobile Home equipped with valid license or permit?													
w. Are interior contents properly inventoried and inventory provided to carrier?													
x. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?													
y. Do exterior doors lock? Have keys been given to carrier?													
DD FORM 1800, SEP 1998 (EG)						PREVIOUS EDITION IS OBSOLETE.						WHS/DIOR, Oct 98	
												Reset	

Figure 407-6. DD Form 1800, Mobile Home Inspection Record

10. GENERAL CONDITION. Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. USE DIAGRAM TO ILLUSTRATE DAMAGES. Use the illustrated codes to indicate origin/destination damage and					
NOTE: MARK "X" = ITO/REPRESENTATIVE "O" = CARRIER					
ORIGIN		DESTINATION			
 Left Side	 Rear	 Right Side	 Front	 Left Side	 Rear
11. REPORT OF DAMAGES INDICATED. (Condition of Mobile Home and fixtures at "ORIGIN" and "DESTINATION" is as described above.)					
12. ORIGIN ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		13a. ORIGIN ITO/REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)	
14a. ORIGIN CARRIER REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)		15a. ORIGIN MEMBER/AGENT SIGNATURE	
b. DATE (YYYYMMDD)		16. DESTINATION ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		17a. DESTINATION ITO/REPRESENTATIVE SIGNATURE	
18a. DESTINATION CARRIER REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)		19a. DESTINATION MEMBER/AGENT SIGNATURE	
b. DATE (YYYYMMDD)		c. TIME OF DELIVERY			

DD FORM 1800 (BACK), SEP 1998

Reset

Figure 407-6. DD Form 1800, Mobile Home Inspection Record (Cont'd)

MEMBER'S REPORT ON CARRIER PERFORMANCE - MOBILE HOME			
SECTION I - TO BE COMPLETED BY DESTINATION ITO			
1. DATE (YYYYMMDD)	2. REQUIRED DELIVERY DATE (YYYYMMDD)	3. GOVERNMENT BILL OF LADING NUMBER	
4a. NAME OF MEMBER (<i>Last, First, Middle Initial</i>)	b. GRADE	5. NAME OF CARRIER	
6. ORIGIN INSTALLATION		7. PICKUP ADDRESS (<i>Street, Apartment No., City, State, ZIP Code</i>)	
8. DESTINATION INSTALLATION		<div style="text-align: right;">(X if:)</div> <input type="checkbox"/> TRAILER COURT <input type="checkbox"/> STORAGE FACILITY	
SECTION III - TO BE COMPLETED BY MEMBER			
Complete every item applicable by placing an "X" in the column under "YES" or "NO". All items marked "NO" will be considered as carrier deficiencies and the performance of the carrier will be evaluated for this shipment based on items listed below. A "NO" answer must be explained or your response CANNOT BE USED TO RATE THE CARRIER.			
		YES	NO
9. Did the carrier pick up the mobile home on the agreed date?			
10. Did the carrier provide all the required services?			
11. Was the mobile home offered for delivery on or before the required delivery date?			
12. Was the mobile home and its contents delivered without loss or damage? If "NO", what is the estimated value of the loss and/or damage? \$ _____			
13. Was the carrier cooperative in checking the condition of your mobile home upon delivery?			
14. Did the carrier provide you a completed mobile home inspection record at origin?			
15. Did you consider the carrier personnel:			
a. Courteous			
b. Cooperative			
c. Neat in appearance			
16. Were you satisfied with the carrier's services on this movement of your mobile home at:			
a. Origin			
b. Destination			
17. Were the Transportation Office personnel courteous and helpful to you?			
18. COMMENTS (<i>Briefly explain all "NO" answers.</i>)			
19. SIGNATURE OF MEMBER		20. DATE (YYYYMMDD)	
SECTION III - TO BE COMPLETED BY DESTINATION ITO			
21. (<i>X if applicable</i>)		22. NAME OF DESTINATION ITO (<i>Last, First, Middle Initial</i>)	
<input type="checkbox"/> NO RESPONSE RECEIVED FROM MEMBER		(<i>Type or print</i>)	
23. SIGNATURE		24. DATE (YYYYMMDD)	

DD FORM 1799, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Reset

Figure 407-7. DD Form 1799, Member's Report on Carrier Performance – Mobile Home